

18 FEB 1981

MEMORANDUM FOR: All Agency Energy Committee Members

FROM: James H. McDonald
Director of Logistics

SUBJECT: Agency Energy Committee Meeting
25 February 1981 []

1. I have scheduled a meeting of the Energy Committee
between 10 and 11 a.m., 25 February 1981, in Room 3G06 []
Building. []

2. Attached is a copy of the agenda. Our plan is to
present a synopsis of each item on the agenda and thereby provide
a summary of our efforts and performance over the past year in
managing energy consumption. Conservation directives, reporting
requirements, and future plans for energy conservation will be
covered. []

3. Please contact [] if you
would like to add any topics or need additional information. []

[]
James H. McDonald

Attachment:
Agenda

Distribution:

- Orig - Each Member (List attached)
- ✓ - OL/P&PS Official w/att
- 1 - OL/P&PS Chrono w/o att
- 1 - D/L Chrono w/att
- 1 - OL Files w/o att

OL/P&PS [] (18 Feb 81)

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OL 1 0636

CONFIDENTIAL

ATTACHMENT TO OL 1 0636

AGENDA

- I. AGENCY 10-YEAR ENERGY MANAGEMENT PROGRAM
- II. EMPLOYEE AWARENESS PROGRAM
 - A. EMPLOYEE BULLETINS
 - B. PAMPHLETS AND POSTERS
 - C. CARPOOL LOCATOR BOARDS
 - D. PUBLICIZED NATIONAL ENERGY CONSERVATION DAYS
(PRESIDENTIAL PROCLAMATION 4753 OF 28 APRIL 1980)
- III. GASOLIN IN FEDERAL MOTOR VEHICLES
- IV. FEDERAL FACILITY RIDESHARING PROGRAM
- V. FEDERAL SHUTTLE VEHICLE SERVICES
- VI. TRAINING FEDERAL EMPLOYEES IN FUEL-EFFICIENT DRIVING TECHNIQUES
- VII. PROCUREMENT AND RENTAL OF ENERGY-EFFICIENT COMPUTER EQUIPMENT
- VIII. EMPLOYEE SUGGESTIONS
 - A. NO. 80-211 - WINDOW SHUTTERS
 - B. USE OF COMPUTER ROOM HEAT TO WARM DOMESTIC WATER
- IX. GSA-LEASED VEHICLE PROGRAM
- X. QUARTERLY REPORTING OF VEHICLE MILEAGE AND FUEL CONSUMPTION
- XI. PLAZA 123 - INCORPORATED ENERGY CONSERVATION MEASURES
- XII. INSTALLATION OF SMALL BOILER IN POWER PLANT - OPERATIONAL
- XIII. ESTIMATED ENERGY SAVINGS BY SECURING DOMESTIC HOT WATER SERVICE
HEADQUARTERS BUILDING
- XIV. FUTURE PLANS
 - A. EXPLORE USE OF COMBUSTIBLE WASTE. PARTICULARLY HAMMERMILL
AND SOMAT, FOR ENERGY SOURCE

ATTACHMENT TO AGENDA

- A. Agency 10-Year Energy Management Plan
- B. Employee Bulletins
 - No. 786 - Energy Conservation - Called attention to President's Standby Conservation Plan No. 2
 - No. 802 - Energy Conservation - Reiterated past published energy savings practices
 - No. 818 - Van Leasing Services - Provided van-leasing information to employees
 - No. 826 - Conservation Measures to Reduce Gasoline Consumption - Properly inflated tires
- C. Executive Order 12261 - Gasohol in Federal motor vehicles
- D. D/L memo to GSA requesting exemption to Federal Facility Ridesharing Program
- E. D/L memo to GSA outlining why Agency unable to participate in Federal Shuttle Vehicle Services
- F. D/L memo to GSA deferring implementation of internal driver training program until development of government-wide program
- G. Employee Suggestions
 - No. 80-211 - Window Shutters
 - Use of Computer Room Heat to Warm Domestic Water
- H. Computer-produced bar charts recording fuel consumption and mileage
- I. Estimated energy savings by securing domestic hot water service - Headquarters building

CENTRAL INTELLIGENCE AGENCY
10-YEAR ENERGY MANAGEMENT PLAN

I. AGENCY MISSION

The Central Intelligence Agency, under the direction of the President and/or the National Security Council (NSC), advises the NSC in matters concerning such intelligence activities of the Government departments and agencies as related to national security and makes recommendations for coordination of such intelligence activities; correlates and evaluates intelligence relating to the national security and provides dissemination of such intelligence within the Government; collects foreign intelligence, including information not otherwise obtainable; develops, conducts, or provides support for technical and other programs which collect national foreign intelligence; and conducts counterintelligence activities outside the United States with other agencies within the intelligence community.

II. GOALS AND OBJECTIVES

We are unable to offer a quantitative 10-year energy management plan because of the limited types of operations within the Agency which lend themselves to measurable energy savings. However, we have attempted, where feasible, to incorporate energy efficiency standards into all ongoing programs which offer potential energy savings. What should be stressed is that this Agency has traditionally been energy conscious; therefore, no large measurable savings in energy can be expected year after year without a detrimental effect on mission and operations. We reaffirm our commitment to eliminate energy waste whenever discovered and shall continue to pursue a program designed for continued savings in this critical area of energy conservation.

The General Services Administration (GSA) maintains the Government-owned buildings which the Agency occupies and is responsible for reporting on the energy conservation measures taken in those buildings; although we do not control this significant area of energy consumption, we continue to support strongly and comply fully with GSA's energy policies and procedures.

In view of the foregoing, we have focused our energy conservation efforts primarily on the operations involving vehicles. We find it difficult to achieve additional savings in automotive fuels without adversely affecting our mission. We are, however, striving to maximize, to the extent possible, existing systems which

would stretch operational efficiencies a bit further. We have developed a comprehensive automated mileage fuel consumption reporting system to track progress and provide a centralized functional data base for monitoring Agency fuel usage. Guidelines have been established to ensure the flow of pertinent statistical data required for measuring progress. In accordance with Executive Order 12261, dated 5 January 1981, we are converting an unleaded gasoline storage tank to gasohol in preparation for the conversion of selected Agency fleet vehicles to gasohol. More intensive efforts are under way to ensure Agency cargo movements are consolidated in order to maintain maximum efficiency from each trip. Greater reliance is being placed on rail, rather than Agency or commercial truck shipments. We are making every attempt to satisfy official vehicle requirements by procurement through GSA of more fuel-efficient subcompact and compact cars. Other actions taken in the vehicle operations area include replacing worn tires with radial tires, inflating tires to their maximum pressure, controlling the interval between motor tuneups for optimum performance, and replacing older gasoline-powered trucks that meet replacement standards with more efficient diesel-powered trucks. In addition, we have purchased energy-savings devices such as air deflectors and fan clutches for our trucks. While all these ongoing actions contribute towards energy conservation, unfortunately, few are measurable in terms of significant savings because of our relatively small motor pool operation.

While concentrating our efforts primarily on vehicle operations, we have not neglected other less energy intensive areas which may also offer potential energy savings. Our policies for maximizing the use of existing functional systems extend also to the below-listed areas. Although our efforts in such areas may contribute directly or indirectly to the overall Federal Energy Program, again, many of the actions taken are not measurable for statistical reporting.

- °In coordination with the GSA, a small boiler was installed in the power plant which now allows maximum efficiency when the steam loads are too light for the large boilers.

- °Agency architects and engineers have been successful in influencing the design of a new leased facility which will result in a number of innovative energy conservation measures being incorporated in the construction.

- °We are actively exploring the feasibility of using combustible waste as a potential energy source.

°Preferential reserved parking has been made available as an incentive to encourage employee carpools and vanpools.

°We are attempting to maximize the reliance on mass transportation through increased employee awareness programs.

°We have publicized energy conservation efforts through the publication of internal notices and have distributed pamphlets and wall posters containing energy-savings ideas for both home and office.

°Carpool locator boards have been installed throughout the Agency to assist employees in forming or joining carpools.

°We have specified that energy efficient features be considered in all future purchases or leasing of computer equipment.

III. AGENCY ENERGY MANAGEMENT STRUCTURE

Senior Policy Official for Energy Management

James H. McDonald
Director of Logistics

Point of Contact

Chief, Plans and Programs Staff
Office of Logistics

Agency Energy Conservation Committee

Recognizing that energy conservation continues to be one of our highest national priorities, we have established an Energy Conservation Committee to direct and monitor Agency efforts in support of the national program. This Committee is chaired by the Director of Logistics and is comprised of seven senior members representing various components within the Agency. Basically, the Committee will oversee the Agency's conservation efforts in ensuring Agency compliance with appropriate statutes and executive directives related to energy usage, study and develop internal programs for energy consumption and monitoring compliance, and assist in promoting good conservation practices. This approach provides uniform direction through the centralization of energy-management responsibility and ensures consistency of policy and maximum utilization of available resources.

IV. SCHEDULE FOR COMPLETION OF REQUIREMENTS

Most of our energy conservation objectives are detailed in our Agency Management by Objective (MBO) program. This program is essentially a management review process for tracking major accomplishments of selected high priority goals and allows for maximizing the efforts of our limited resources. Energy conservation objectives remain in the forefront of our MBO program and have been defined in terms of clearly discernible milestones which provide a means of evaluating progress within predetermined time frames. Our milestones for FY-81 are on target and we foresee no appreciable slippage in meeting the objectives discussed in the Goals and Objectives Section of this plan.

V. PROBLEMS

Ours is not an energy-intensive Agency. We have a relatively small motor pool and trucking operation; for the most part this Agency has relied heavily on the use of private automobiles for official domestic travel. Our buildings are widely dispersed throughout the Washington metropolitan area. Public transportation is extremely limited or nonexistent between our buildings, Capitol Hill, the White House, and other Federal buildings. As gasoline becomes more scarce and costly, employees are looking to the Agency for transportation to meet official needs. The use of our motor pool vehicles is increasing, along with requests for more frequent and extensive shuttle bus services. These trends are significant and compel us to provide adequate bus and motor pool service as the only viable alternatives. While the mileage of POV's has dropped 45 percent over the past two years, it has resulted in increased mileage for the vehicles the President is monitoring - Government-owned and -leased vehicles.

VI. INVESTMENT

Within resource constraints, we have attempted to identify potential energy efficient enhancements or measures to be taken to curb energy consumption in ongoing programs for inclusion in the budget process. It would be difficult to predict a specific dollar value amount for energy conservation measures by specific fiscal years since many such measures and enhancements are built into ongoing programs and would be hard to break-out and treat as separate entities with assigned dollar amount. Included in the Agency's planning process is the requirement for a building to consolidate at our existing Headquarters complex, thus saving significant costs presently incurred due to our dispersal to locations throughout the area.

VII. IMPLEMENTING INSTRUCTIONS

Numerous internal procedures, reporting guidelines, and miscellaneous notices were published in support and implementation of the Federal energy conservation program. Reporting procedures have been substantially restructured and refined to express analytical data in as consistent a manner as possible and to provide a comprehensive data base responsive to Federal and Presidential mandates. The security classification of these internal-use documents precludes dissemination outside of the Agency.

VIII. EMERGENCY CONSERVATION PLAN

In the event of a national emergency, we are prepared to prioritize our functions and reduce those least essential to mission performance.